

Routing Activity

TAB I

The man-hours shown include the time spent in distribution of all incoming material, administrative and substantive. This activity shows considerable variation due to the different methods employed. In Medicine Division the activity is handled by a Clerk Stenographer and partially by a Clerk Typist. Biology and Chemistry Divisions employee analysts, who, in the latter division, routes to the four branches. Non-substantive and some mat card material is routed by Clerk Typists. Applied Science Division employs a Clerk Typist full time in routing and logging to Branch level while Physics and Electronics Division uses an Information Control Officer to route substantive material directly to individual analysts. The Operations and Intelligence Production Staffs as well as Scientific Analysis Division do not have relatively large volumes of intelligence material entering the organizations.

~~SECRET~~
~~Security Information~~